



Position: Alumni Center Event Coordinator

FLSA Status: Non-exempt

Supervisor: Alumni Center Manager

Job Description:

Principal contact for customers, vendors or caterers to book space in the K-State Alumni Center. Ensure the Alumni Center provides all essential customer service that is required to the customer for Alumni Association success.

Job Responsibilities:

- 1) Accept and process room reservations for space in the K-State Alumni Center.
 - a) Meet with and assist customers with booking reservations.
 - b) Determine all set-up needs required for the event.
 - c) Manage rental contracts and evaluations for customers.
- 2) Manage reservation calendar.
 - a) Book room/equipment reservations into software system.
 - b) Review confirmation and billing throughout the reservation process.
- 3) Coordinate food/beverage requirements for events.
 - a) Coordinate catering needs with customers.
 - b) Coordinate catering service by selected caterer.
 - c) Manage in-house food/beverage service.
- 4) Communicate room requirements with building staff.
 - a) Coordinate room requirements with Alumni Center manager and set-up staff.
 - b) Create, monitor and review room set-ups before and during events.
 - c) Coordinate and create daily event signage.
 - d) Work as the event manager as needed.
- 5) Ensure implementation of Alumni Center use policies.
 - a) Attend Alumni Center weekly staff meetings.
 - b) Maintain operations policy manual with direction from Alumni Center Manager
- 6) Public Relations for Alumni Center.
 - a) Market and sell the center by phone or in person.
 - b) Collaborate with Senior Director of Membership and Corporate Relations on an annual marketing plan to promote Alumni Center rentals.
 - c) Available to give building tours as needed.
- 7) Other duties as assigned.

Minimum Qualifications: Bachelor's degree preferred with compatible experience to be substituted. Experience working in a scheduling or event management environment preferred with a customer service background required. Must be able to handle multiple projects and strong organization skills.

Salary and Benefits: Competitive Salary with benefits including paid health, dental, company paid life insurance. 403(b) retirement plan with company match. Paid leave including holidays, vacation, sick, personal, and volunteer leave. 8 weeks paid parental leave. Paid professional development and EAP (Employee Assistance Program).



All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Regular attendance is required in this job. The K-State Alumni Association is an Equal Opportunity Employer.

Submit letter of interest, resume and three references to: Attn: Human Resources, K-State Alumni Association, 100 Alumni Center, 1720 Anderson Avenue, Manhattan, KS 66506-1001. Screening of applicants will begin on April 7 and continue until the position is filled. For questions, contact Matt Schwartz, Business Manager, K-State Alumni Association, [785-532-5055](tel:785-532-5055). Applications or questions may be submitted online to mschwartz@k-state.com.

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